

**Timeline for Completion of Annual ITIB Recommended Technology Investment Projects
(RTIP) Report to Governor & General Assembly
2004**

March 3	PMD Proposed Project Selection Criteria Submitted to CIO & ITIB <i>PMD will present an overview of the report development process and proposed evaluation criteria. Once approved by the ITIB, the evaluation criteria will be used to evaluate agency projects for inclusion on the RTIP report.</i>
March 31	Agency IT Strategic Plans Published on the Web <i>Final approved Agency IT Strategic Plans are published on the web to provide access to the public to fulfill Freedom of Information Act (FOIA) requests.</i>
April 15	CIO ITSP Planning (ITSP) Guidance Issued to Agencies <i>Issuance of guidelines by the CIO for development and maintaining an updated IT Strategic Plan is mandated in the Code of Virginia. The update of information is also required for RTIP Report preparation. The update process will be performed through submission of online IT Strategic Plan amendments.</i>
April 30 (TBD)	Governor Approves Final Budget <i>Upon Governor's approval of the budget, agencies can amend their IT Strategic Plans to reflect budgetary actions.</i>
May 15	Agency ITSP (Budget Execution) Amendments Submitted to CIO <i>Last date IT Strategic Plan Amendments will be accepted for inclusion in the September 1 RTIP Report.</i>
June 1	Agency Asset Portfolio Updated (Tentative) <i>Commonwealth Technology Management Policy requires an annual update to agency asset information as part of the IT Strategic Planning update process. This task is tentative pending VITA transition data collection activities. The application used last year has been abandoned.</i>
June 15	PMD Draft RTIP Report to Secretaries <i>Meetings held with Deputy Secretaries to review ranked projects and to revise rankings to reflect Secretariat priorities.</i>
June 30	CIO Approves ITSP Amendments <i>Plan amendments submitted to the agency IT Strategic Plans must be approved by the CIO as specified in the Code of Virginia.</i>
July 1	Agency 2-year ITSP Execution & New Biennium Budget Begins <i>Execution of approved Agency IT Strategic Plans for 2004-2006 begins, in conjunction with the beginning of the 2004-2006 Budget Biennium.</i>
July 15	PMD Draft RTIP Report to CIO <i>Based upon evaluation and ranking by PMD and priorities from the Secretaries, a draft report is submitted to the CIO for review and approval.</i>
August 1	CIO RTIP Report to ITIB <i>The RTIP Report is submitted to the ITIB for review and approval.</i>
September 1	ITIB RTIP Report to Governor and GA <i>Upon ITIB Approval, the RTIP Report is submitted to the Governor and General Assembly by September 1st, as required by the Code of Virginia.</i>
October 1	COV Strategic Plan for Technology Published <i>The Commonwealth Technology Management Policy specifies an update to the COV Strategic Plan for Technology is published which serves as guidance to the Agency IT Strategic Planning process for the next biennium.</i>
December 15 (TBD)	Governor Submits Budget Amendments to GA <i>Governor's biennium budget submission is delivered to the General Assembly.</i>